

Headquarters U.S. Air Force

Integrity - Service - Excellence

Wide Area Work Flow (WAWF)



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U.S. AIR FORCE

WAWF-

Electronic Invoicing and Receipt System



Pay Vendors on time



Eliminate lost

documents



Reduce Interest Penalties



Increase earned



Wide Area Work Flow (WAWF) Overview

Introduction

- **WAWF-RA Objectives**
- **WAWF-RA Benefits**

Technical Infrastructure

- **Hardware and Software Requirements**
- **WAWF Document Flow**
- **WAWF 3.0**

Vendor

- **Logon**
- **Create a Document**
- **View a Document**
- **Reject**

Government

- **Acceptor**
- **Payment Official**

Summary



WAWF-RA Objectives

- **WAWF is a Paperless Application designed to eliminate paper from the DoD contracting lifecycle**
- **Web-based Invoicing and Receiving Report System for Contract-based payments**
 - **Miscellaneous payments such as AF Form 616s, MORDs, SF1164s, DD1556s not yet included in WAWF module**
- **Creates an Electronic Commerce environment using existing tools**



WAWF-RA Benefits

Vendor

- **Reduction of lost or misplaced documents**
 - **Faster payments when discounts are offered and taken**
 - **Downloadable software from the web at no cost**
 - **Online access for payment status and history**
 - **Ability to correct rejected documents online and resubmit**
 - **Elimination of mailing expenses for U.S. postal service and internal mail handling (mail room etc.)**
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WAWF-RA Benefits Cont.

DoD

- **Reduced Interest penalties**
 - **Increased Discounts taken for timely payments**
 - **Supports DoD's efforts to reduce unmatched disbursements**
 - **Global accessibility of documents**
 - **Reduced need for re-keying**
 - **Improved data accuracy**
 - **Real-time processing**
 - **Audit capability**
 - **User-friendly application**
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Hardware and Software Requirements

Hardware:

- **Pentium® or Pentium Pro processor-based computer**
- **SVGA Color Monitor**
- **64 MB RAM (minimum)**
- **Internet Access**

Software:

- **Windows 98, Windows NT 4.0 SP6, Windows 2000, or Windows XP**
 - **Netscape Navigator (128 bit) 4.75 - 4.79**
 - **Internet Explorer (128 bit) Version 5.5 SP2 or later (preferred)**
 - **Microsoft CryptoAPI Dynamic Link Library Version 1.0.0.2**
 - **Adobe Acrobat Reader 4.0 or later**
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Version 3.0 - Released July 03

- **Allows vendor to generate all types of invoices, EXCEPT:**
 - ❑ **Construction Payments**
 - ❑ **Multiple Ship-To Locations**
 - ❑ **CLINs funded with Multiple ACRNs**
 - ❑ **“Lump Sum” CLINs (I.E., “1 Lot”, Use > Once)**
 - ❑ **Foreign Vendors**
 - ❑ **Contracts with Universities**
 - ❑ **DLA Contracts**
 - ❑ **Miscellaneous Payments (i.e., AF Form 616s, MORDs, SF1164s, DD1556s)**
 - ❑ **Contracts w/ Withholdings**



WAWF User Roles

Vendors

- **Submit Invoices and/or Receiving Reports**
- **Check Status of Documents in History Folder**
- **Correct & Resubmit Rejected Documents**

Government Inspectors

- **CREATE Receiving Report if Necessary**
- **Provide INSPECTION ONLY on Receiving Reports**

Government Acceptors

- **Add Quantity Received and Check Inspection Block**
 - **Can Perform Inspection/Acceptance in One Step**
 - **Digitally Sign Receiving Report for Acceptance**
 - **CREATE Receiving Report, if Necessary**
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WAWF User Roles Cont.

Payment Officials (DFAS)

- **Review Contract, Invoice and Receiving Report, then approve for payment or reject**
- **Enter Data into Payment System (IAPS)**

View Only

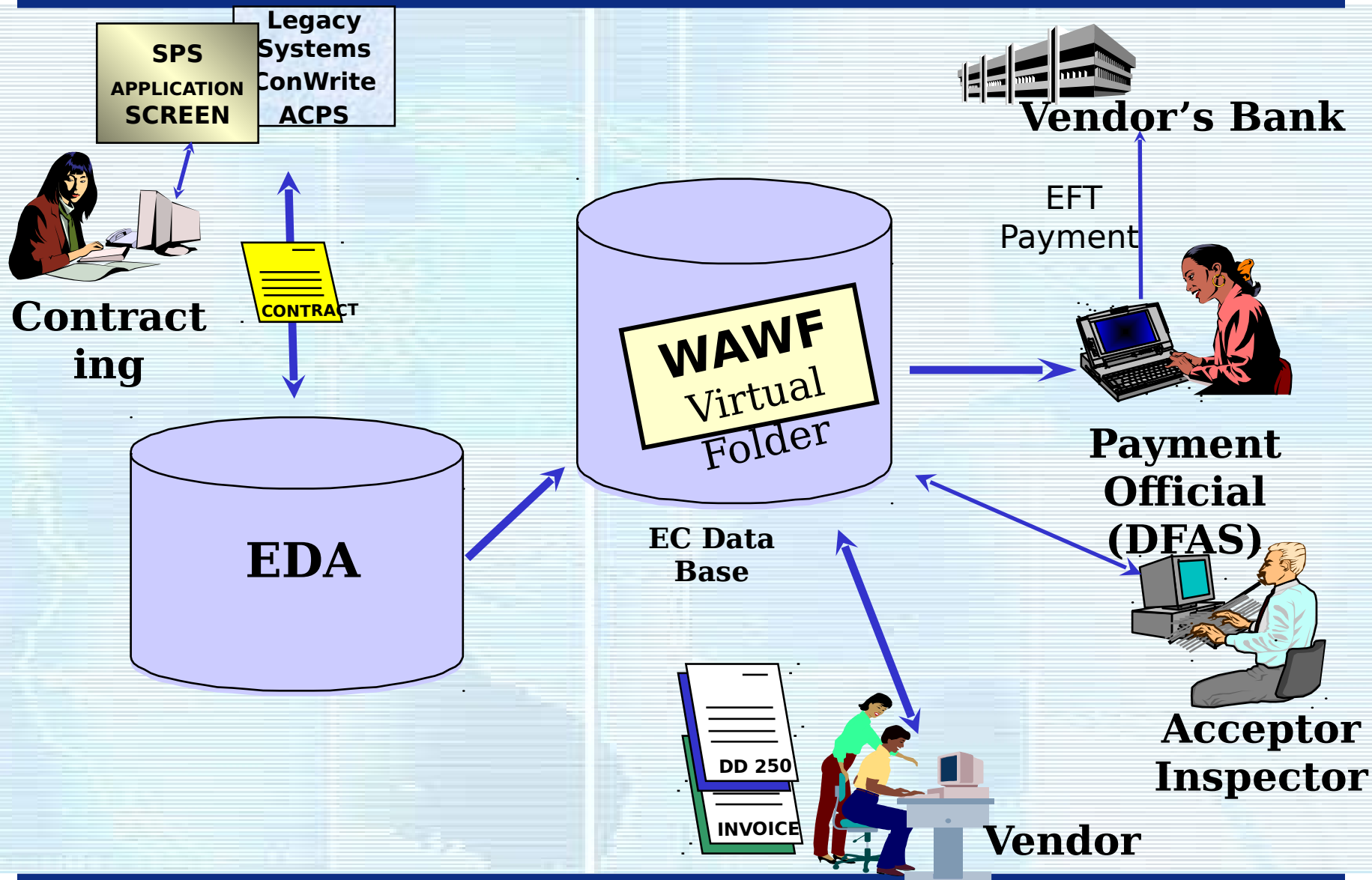
- **Supervisors and/or Contracting Officers Monitor Process**
- **Vendor can allow “interested parties” view-only, based upon approval by their Electronic Business Manager**

Auditors

- **Transaction View to All Actions Taken**
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Functional Overview: WAWF - RA Process





WAWF Summary

- **WAWF is a Paperless Payments Application**
 - **Reduces Interest Penalties**
 - **Increases Discounts**
 - **Reduces need for re-keying**
 - **Version 3.1 will allow WAWF to interface with the DFAS vendor payment system (IAPS)**
 - **User-friendly application**
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WAWF KEY WEBSITES

- **WAWF-RA Production Home Page**

<https://wawf.eb.mil/>

- **WAWF 3.0 Training Site**

<https://wawftraining.eb.mil>

- **Hill AFB FAQ WebSite**

http://contracting.hill.af.mil/newcontracting/wawf_qanda.htm

- **Vendor Pay Information System**

<http://www.dfas.mil/ecedi>



Questions

- **How does a vendor know what the pay date will be?**
 - **48 hours after the PO processed the document, the vendor can go to the DFAS web site and check the Vendor Pay Inquiry System (VPIS).**
- **How long will the history storage show documents?**
 - **For 6 years and 3 months after the contract closes.**
- **What if the contract is not in EDA?**
 - **If the contract is not in EDA, the vendor can manually input the applicable DoDAACs from the contract.**



Questions

- **Will the vendors get paid faster?**
 - **Payment will be made according to the Prompt Payment Act that requires that payments be made as close as possible to, but no later than, the discount or payment due date.**



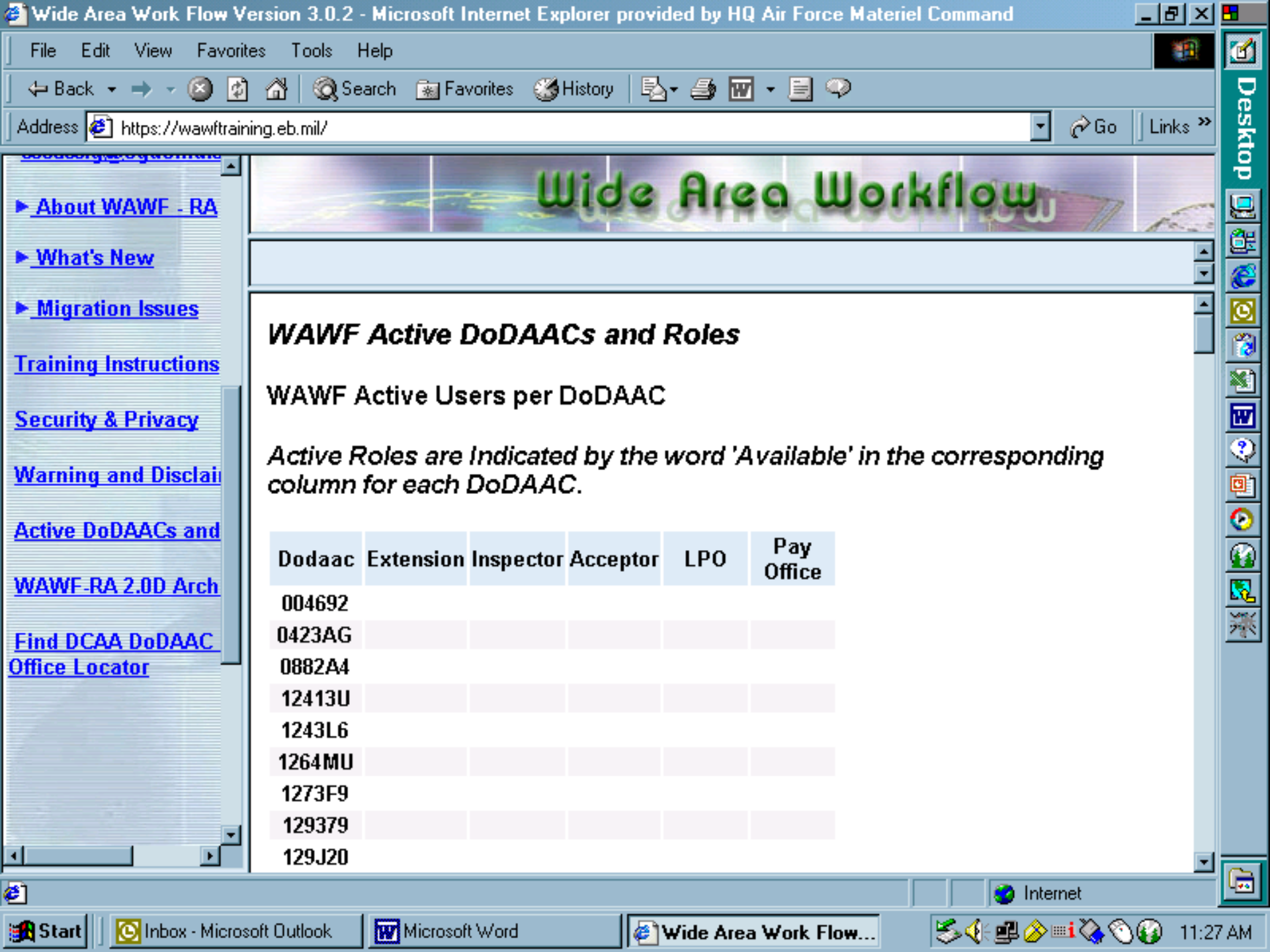
Helpful Hints

- **Shift * then tab will auto-populate the current date**
- **Do not use the back button, click on “Return” to go to the previous screen instead**
- **A one hour timeout exists**
- **Do not hit the “ENTER” key**
- **Enter document number and document type carefully, as it cannot be changed once the document is created**



Helpful Hints cont...

- **Make sure that the DoDAACs/CAGE Codes are entered correctly for the document to be routed to the correct folder**
 - **Select “Destination” for both point of Inspection and point of Acceptance**
 - **For Final Invoice enter “N” (Do not select “Y” because then a comment must be added for all invoices afterwards)**
 - **Be professional when adding comments as all comments can be viewed by all roles**
 - **When creating a document, write down the invoice/shipment number to locate the document after creation**
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Wide Area Workflow

[About WAWF - RA](#)

[What's New](#)

[Migration Issues](#)

[Training Instructions](#)

[Security & Privacy](#)

[Warning and Disclaimers](#)

[Active DoDAACs and WAWF-RA 2.0D Arch](#)

[Find DCAA DoDAAC Office Locator](#)

WAWF Active DoDAACs and Roles

WAWF Active Users per DoDAAC

Active Roles are Indicated by the word 'Available' in the corresponding column for each DoDAAC.

Dodaac	Extension	Inspector	Acceptor	LPO	Pay Office
004692					
0423AG					
0882A4					
12413U					
1243L6					
1264MU					
1273F9					
129379					
129J20					





Check “Registered DoDAACs”

- **From “HOME” Page, Select: “Active DoDAACs and Roles”**
- **At this site, can check for “ALL DoDAACs”**
 - **Just click “SUBMIT” without entering ANY DoDAAC**
 - **System will return list of DoDAACs, and Registration (Active) Roles**